



# ARIZONA GED® RECORDS REQUEST

We **DO NOT** fax or email transcripts or scores.

Check 1 Box Below

☐

Transcript

☐

Verification

## INSTRUCTIONS

- 1) Candidate must complete this form. Print clearly.  
If we cannot read it, we cannot process it.
- 2) Enclose money order based on fee schedule (Page 2)
- 3) Sign this form, enclose **MONEY ORDER**, and mail to:
- 4) Once verified, your transcript will be mailed to you.
- 5) For verbal verifications, wait 3 business days after money order & request have been received.  
Contacting this office any sooner delays processing.
- 6) For questions, call: (602) 258-2410 Press "2"

► **GED® Testing Bin #26**  
Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007

## SECTION I: STUDENT INFORMATION

Legal Last Name	Legal First Name	Legal Middle Name/Initial
<b>Social Security Number</b>	<b>Date of Birth (Month/Day/Year)</b> / /	<b>Name the Test Was Taken Under</b>
Home Mailing Address	City, State, Zip Code	Contact Phone Number + Area Code ( )
Location and Name of Testing Center		Date Test Was Completed (Month/Year) /
<b>CERTIFICATION:</b> <i>"I hereby certify that all information provided is completely true, and I authorize the release of my scores to the requestor."</i>		
<b>APPLICANT SIGNATURE (Required by Student Privacy Act)</b>		
► We must have your signature to process your request. Otherwise, your request will be returned.		
*Sign Here _____ Date / /		

## SECTION II: MAIL RECORDS TO ... (Specify Destination) Mail ONLY - no fax or email

To: (Name of Agency, Educational Institution, Individual)		Attention:
Mailing Address	City, State	Zip Code

Required Field

See GED Fee Schedule ■ Page 2

# FEE UPDATE

## GED® RECORDS REQUESTS

### JANUARY 1, 2011



#### CONTACT INFORMATION

- GED® Testing Bin #26  
Arizona Department of Education  
Adult Education Services  
1535 West Jefferson Street  
Phoenix, AZ 85007
- Phone (602) 258-2410
- E-Mail [adulted@azed.gov](mailto:adulted@azed.gov)

#### GED® Records Request

► <u>Duplicate Transcript</u>	<b>\$10.00</b> (Per Transcript)	Fee is refundable if no record is found
► <u>Microfiche Record Research</u> PRE-1985 Archived Records <i>Once found, the Microfiche Record is entered into a permanent GED database.</i>	<b>\$15.00</b> (Per Transcript Search)	One-time charge Non-Refundable fee
► <u>Verification of Status</u> <i>Pass/ Fail / NOF (Not on File)</i>	<b>\$10.00</b> (Per Candidate Request)	Non-Refundable fee
► <u>Expedite Fee</u>	<b>\$20.00</b> (Per Transcript)	Restrictions apply

#### PAYMENT METHOD: Money Order ONLY

*No personal checks, credit cards, cashiers checks, etc., will be accepted.  
Make Money Order out to: Arizona Department of Education/ GED*

Effective JANUARY 1, 2011